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WHAT'S NEW AND WHAT'S CHANGED IN RELEASE 2 – GOVERNMENT EDITION

WHAT'S NEW

Data Sharing. The **E Team to E Team** data sharing capabilities are now part of the core functionality of the product, and give an E Team user the ability to share reports with other E Team user organization(s). ***E Team to E Team*** allows you to send reports, transfer editing responsibility, and allow forwarding of individual reports.

User-created Map Overlays. This new feature allows users to annotate graphically or textually any map within E Team. An overlay serves as a good planning tool, as it allows you to communicate specific information such as ingress and egress. This feature also includes a distance capability, allowing you to measure the distance between two specified points.

Enhanced Mapping. The E Team mapping capabilities have been enhanced to allow you to de-clutter your map by selecting what type of report icons you want to display, and what level of detail to display on the map by including or excluding pre-defined layers (e.g., states, streets, rivers, etc.).

Personnel Management. This new feature gives you a quick way to build an ***Org Chart*** for your organization. You'll start by using the Org Chart to identify your organization; then, using the Organization Elements document, add Duty Positions and complete Checklists for each position. You can also detail ***Staff Scheduling*** by date and shift.

RealTime Messaging. This optional new feature enables E Team users to communicate and exchange messages online in real time with other groups or individual E Team users logged into the system.

Crystal Reports Interface. For users who have the Crystal Designs Crystal Report product, the E Team database can now be used as a data source to create customized Crystal Reports. Check with your system administrator for further information regarding the Crystal Reports interface. The Crystal Reports interface is presently available only on self-hosted systems. If your system is Web-hosted and you want Crystal access, you can achieve this access through backup replication.

Printing. Release 2 has a print button on each report, giving you one-step, point-and-click access for easy printing of any E Team report.

WHAT'S CHANGED

The positioning of navigators and accessibility to reports have been revised in Release 2, making E Team even more user-friendly.

Enhanced Navigation. The Create Report buttons have been moved from the top frame of the main E Team window to the top of the Navigation frame that is on the left hand side of the window. A single click on the Create Report icon expands to a display of all available report options. Clicking on one of these options displays a blank report in the edit window.

Duty Positions and Checklists. These functions are no longer accessed via the Data Dictionary. To create the duty positions and checklists in E Team Release 2 - Government Edition, you must first create an Org Chart and then populate that organization chart with the necessary positions and associated checklists. You can find the Org Chart under the Reference button of the Create navigator.

Distribution. Capability to distribute to defined E Team user groups has been expanded to include distribution to individual users.

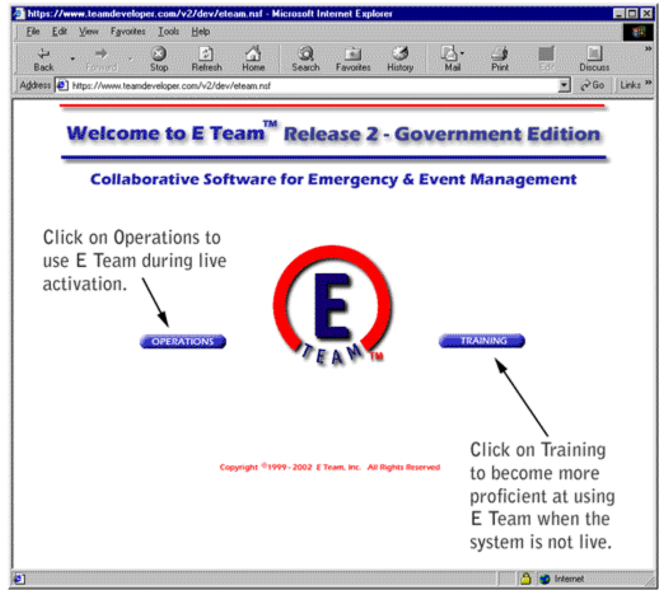
Reference. Access to the weather has been moved from the Reference area to the Internet Links area.

LAUNCHING E TEAM AND LOGGING IN

1. Turn on your workstation.
2. Launch your Internet Browser and type in the URL assigned for E Team.

   Note: Some workstations may be configured so that E Team is the homepage, in which case you do not have to type in the URL.

   "Welcome to E Team Release 2 – Government Edition" displays.



Notice the buttons on either side of the E Team logo labeled OPERATIONS and TRAINING, respectively.

3. For a real emergency or event, click ***OPERATIONS***.

   For exercises or practice, click ***TRAINING***.

   A window appears that requires you to enter your user name and password.

   Note: Your E Team administrator may set up your E Team launch sequence differently so that the profile does not automatically display each time you log in.

4. Click in the Username field and enter your Username.

5. Click in the Password field and enter your Password.
   The system displays the Personal Profile.
6. Fill in the all of the required fields in the Personal Profile.
   Note: The profile information will be used to send you Notifications. In addition, any time people want to ask you about information you put into an E Team report, they will be able to use the information in this profile to contact you. You can access your Personal Profile or view your checklist from the Tools frame.
7. Click on the Select button to choose first your Agency/Location and then your Position.
8. When you are finished, click the ***Submit*** button.
   The system displays your checklist and the password login for RealTime Messaging. If you will be using RealTime Messaging during your session, you must login for RealTime Messaging prior to accessing the checklist.*
9. Enter your password and click on ***OK***.
10. Read the checklist, and then close it by clicking the Close button at the top right of the document. You are now ready to operate.

**For further information on RealTime Messaging, see page 18.*

MAIN SCREEN LAYOUT

E Team provides a simple way to access information in the format in which you need it.

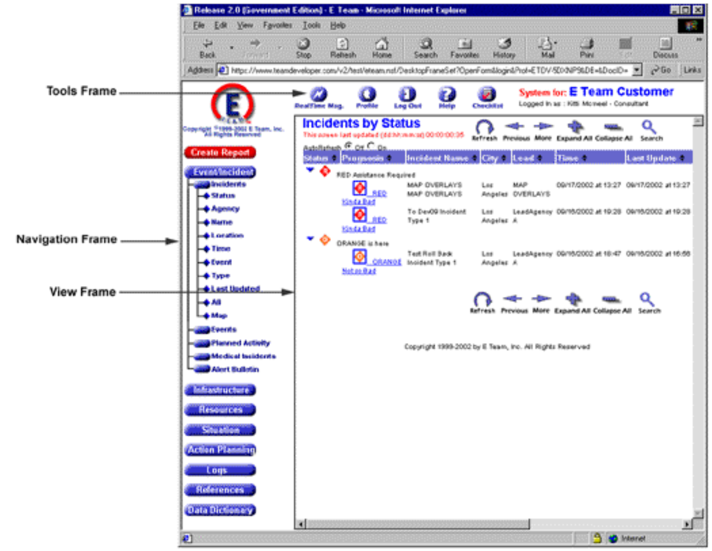
Along the left hand side of your E Team window is the Navigation frame, which includes a red Create Report navigator and blue View navigators.

The Create Report navigator expands to display all available E Team reports. By clicking on the type of report you would like to create, you will be presented with a report form template that you can then fill in to generate a new report.

The View navigators enable you to find, read, and modify existing reports based on your interest and level of responsibility.

The Tools frame, located along the top of the E Team window, allows you to access a variety of E Team tools. These tools enable you to view your Personal Profile and Checklist, log out from E Team, access Online Help, or access the RealTime Messaging tool.

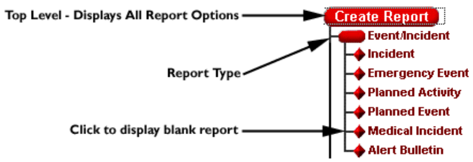
In the large center frame of your E Team window is the View frame, which is where summary views and read-only versions of reports are displayed.



Navigation Frame

The Create Report Navigator

The red Create Report navigator is located at the top of the Navigation frame. The Create Report navigator expands to display all E Team create report options. The oval levels display the type of reports available. The diamond level displays the blank report in a new window in edit mode. If more than one report is available in a category, a blue window opens presenting a list of the available reports. Click the report you want and it will open.



The View Navigator

The blue View navigator expands or collapses as you click on it. Use the small ovals to choose the category of report. Use the diamond level to choose the appropriate sort. Each time you click the View navigator, the Summary View listing in the View frame changes. To open an individual report, click either the icon in a box or an underlined column in the View frame.

Event/Incident. Occurrences, including events, incidents, and planned activities, are accessed under the Event/Incident buttons.

Infrastructure. Information about infrastructure elements such as facilities, shelters, hospitals, roads, transit systems, and utilities can be accessed under the Infrastructure buttons.

Resources. The Resources buttons are the access points for Resource Request and Critical Asset tracking reports.

Situation. You can access the status of organizations, including functional agencies such as police and fire, and jurisdictional organizations such as cities and counties under the Situation buttons.

Action Planning. Action Planning buttons provide a way to assign and track tasks.

Logs. A Duty Log is provided to each user. Call logs are also available if your E Team is configured to use this feature.

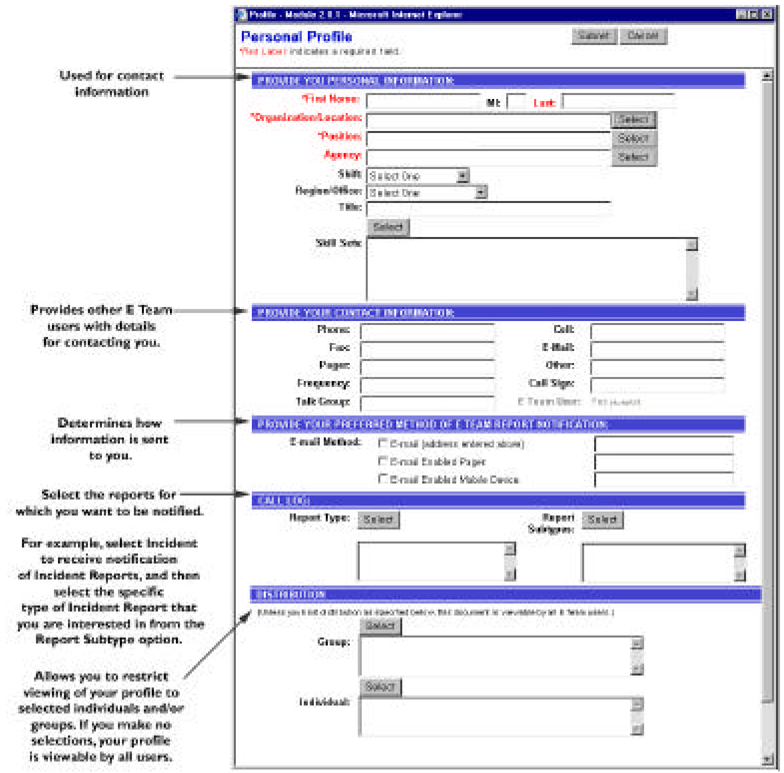
Reference. Access vital system information here: who is using E Team; what e-mail groups have been created; and other valuable information.

Data Dictionary. This option is available only to administrative E Team users.

Tools Frame

Personal Profile

E Team automatically displays your personal profile when you login. This profile allows other E Team users to view your contact information.



Log Out

This option allows you to exit the E Team application. When you have completed working in the E Team application, it is a good idea to log out, particularly if you share a computer with another E Team user.

Help

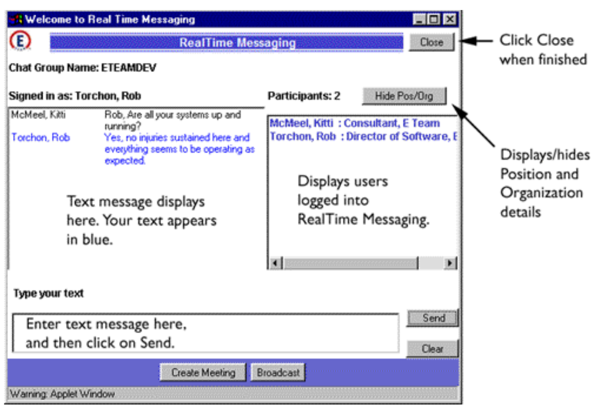
This option allows you to access the online help system. The left side of the help window displays a table of contents to help you find what you need. Help also provides index and search capabilities.

Checklist

E Team automatically displays your Duty Posistion checklist when you login. Once you have read the checklist, close it by clicking the ***Close*** button at the top right of the document. If you want to reference your Duty Posistion checklist again, click the round Checklist button.

RealTime Messaging

This option allows you to communicate in real time with other E Team users who are concurrently logged onto the system. You can communicate in a group or privately with individuals.



View Frame

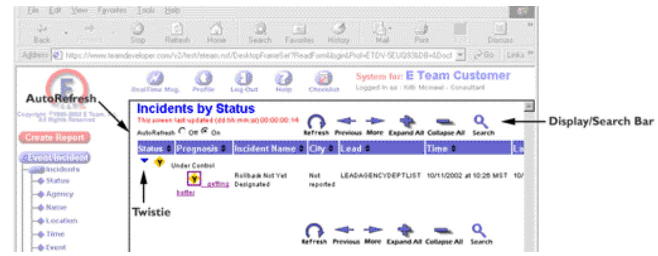
Read-only Reports

Each time you submit a report, it displays in the View frame. You cannot edit reports in this window; they are read-only. You'll make changes to a report by clicking on the ***Modify*** button, which is located in the upper right corner of the read-only report. This causes the report to display in the Edit window. From the Edit window, you can enter new or change existing information in the report.

Views

E Team reports are summarized in Views. Views provide at-a-glance status information and allow you to drill down quickly to reports of interest.

There are several control tools that make it easier for you to find the information you want in E Team views.



Twisties

Some summary views are presented as categorized lists.

▶ The category titles have a “twistie” to the left.

▼ Clicking on the twistie opens to the report summaries under that category.

Display / Search Bar

This tool bar allows you to:

- refresh the display (make sure the data is current),
- expand all (open all twisties),
- collapse all (close all twisties),
- page through the summary view,
- search for a specific word or phrase.

AutoRefresh

Your user ID may allow you access to the AutoRefresh tool. Radio buttons will appear at the upper left of your View window. If AutoRefresh is toggled on, it will automatically update the display on your screen at pre-set intervals without your having to click the refresh tool.

CREATING, READING, & MODIFYING REPORTS

E Team uses a series of reports and views to keep track of information and actions. E Team usage begins with the creation of a report. A report prompts you to provide critical information that needs to be shared with other users.

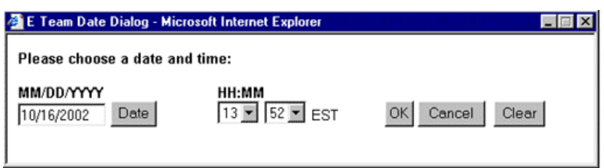
- Event/Incident
  - Incident
  - Emergency Event
  - Planned Activity
  - Planned Event
  - Medical Incident
  - Alert Bulletin
- Infrastructure
  - Public Facility
  - Hospital
  - Road Closure
  - Shelter
  - Transit System
  - Utilities Outage
- Resources
  - Resource Request
  - Critical Asset
- Situation
  - Jurisdiction SitRep
  - Agency SitRep
  - Intel Summary
  - Intel Location
  - Intel Entity
  - Intel Biography
  - Corporate SitRep
  - Public Info Report
- Action Planning
  - Task
  - Sub-Task
  - Action Request
  - Plan Concern
- Logs
  - Duty Log
  - Call Log
- Reference
  - Internet Links
  - Site
  - Reference Docs
  - E Mail Groups
  - Personal Profile
  - Action Plan Template
  - Org Charts
  - Staffing
- Data Dictionary
  - Floorplans

REPORT TOOLS

Many of the E Team reports contain common elements, so if you know how to fill out one, you can fill out any other.

DATE / TIME

Any time you need to enter a date and time, the Date Dialog window displays. Click ***Set*** and a box appears. Click ***Date*** and a calendar appears on which you set the date. For setting the time (E Team uses a 24 hour military time clock and Pacific Standard Time [PST as a default]) click the arrow in the hour and minute window and select the correct numbers, then click the ***OK*** button. If you just click ***OK***, you get the present time. The Time Zone can be changed by your System Administrator.

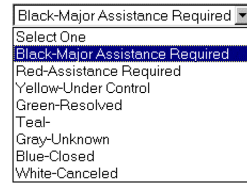


PICKLISTS

There are three kinds of picklists: Pull Down; Search / Add; and Multi-pick.

PULL DOWN

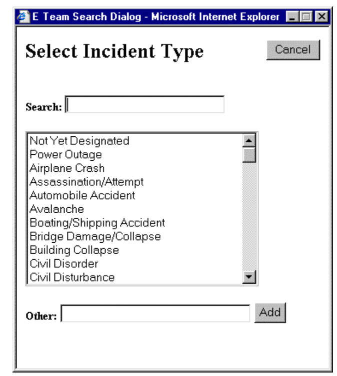
Pull down lists have an arrow on the right of the window. Click the arrow and the list appears. Select the menu item you want and it appears in the window.



Click on the arrow to display the picklist

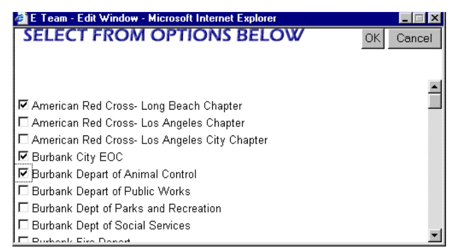
SEARCH / ADD

Search/Add lists are pull down lists that work the same way except that they have a ***Search*** button to the right of the window. Clicking on the ***Search*** button presents a box that allows you to type in the first letters of the item you are looking for in long lists. You can also add a new item if the one you need is not on the list.



MULTI-PICK

Multi-picklists have a ***Select*** button next to the window. Clicking on the ***Select*** button launches a window with all the choices. You can select as many items as you wish.



Location Block

A location block allows you to enter detailed information regarding the location of the incident, event or activity.

E Team generates the latitude and longitude from the information you enter and displays an icon at that location on the map. When appropriate, the shape of the icon provides additional information, such as the type of incident or resource that it is representing. To view the report associated with an icon, first click on the ***Select*** tool in the tool bar at the bottom of the map. Then click on the appropriate icon and the associated report will display in the View frame.

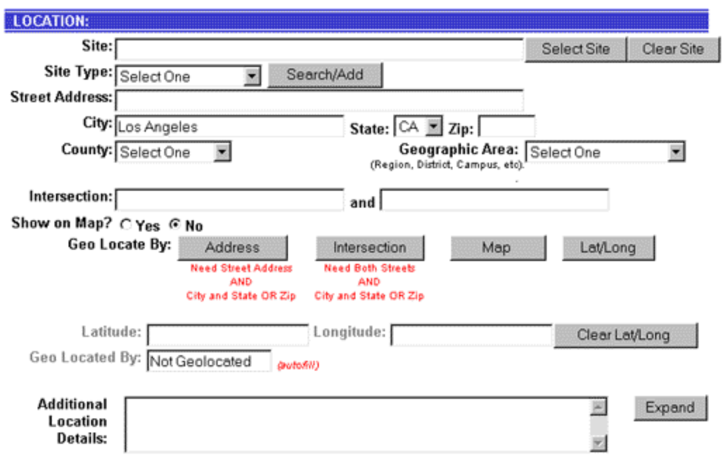
The icon color indicates status
Clicking on the icon displays the associated report

Entering Location Information

You can select a location from a pre-loaded list of sites. Selecting a site automatically populates the Address, Intersection and Lat/Long boxes with the location information. Alternately, you can geolocate the information one of four ways:

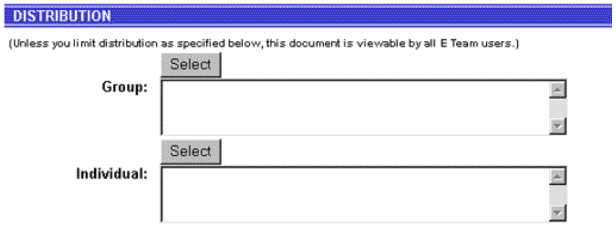
- by typing in the address and clicking the ***Address*** button,
- by typing in the Intersecting streets and clicking the ***Intersection*** button,
- by clicking the ***Map*** button and pointing to the location on the map (after having selected the Locate tool on the tool bar at the bottom of the map),
- or by clicking on the ***Lat/Long*** button and entering the latitude and longitude values in decimal degrees.

At the bottom of the Location Block are two radio buttons that let you indicate whether you want this location posted to the appropriate map display or displays. The default setting is NO. However, as soon as you geolocate, the system automatically changes this setting to YES.



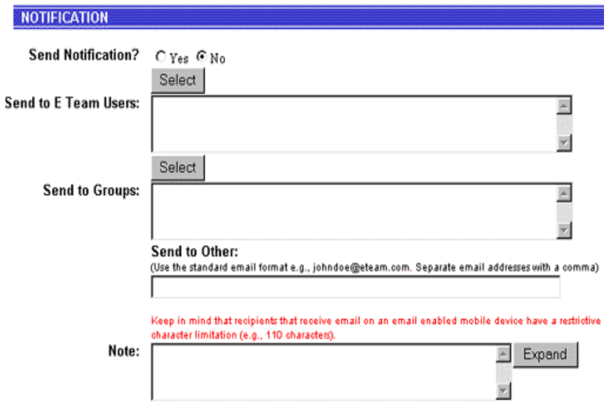
Distribution Block

You fill in this block only if you wish to restrict who sees the report. If you leave it blank, the report will be accessible by all E Team users. If you click the ***Select*** button you will be presented with a list of those groups or individuals to which access can be restricted. Check the appropriate box or boxes. If you have the required access rights, you can modify the group(s) name, but only your E Team administrator can add individuals to the groups.



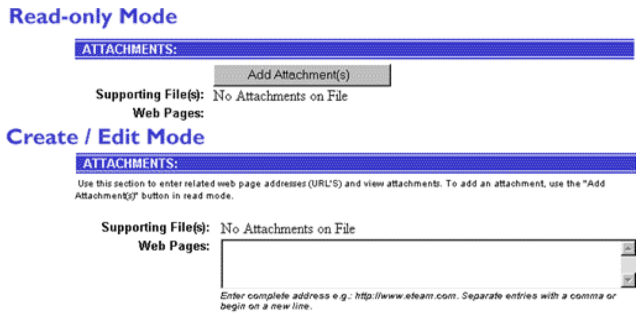
Notification Block

You can use the Notification Block to notify E Team users who may be away from their stations or not looking at the application that you wish them to look at a particular report. This block provides a list of all individuals who have filled in a user profile, as well as convenient lists of mail groups. Click the individuals and/or groups you wish to notify and they will receive e-mails or e-mail pager alerts, as determined by the preferences they entered in their personal profiles.



Attachments

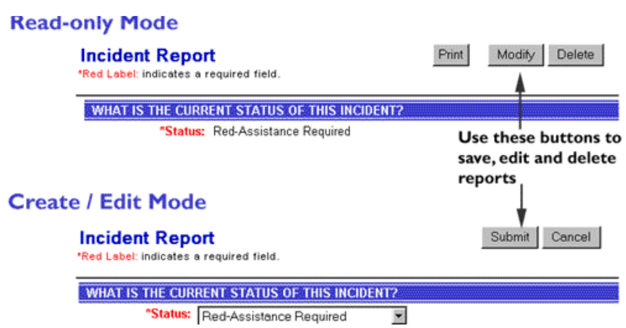
You can attach a file to any E Team report using the Attachments block of the report. You must add attachments from the read-only version of the report that displays in the View frame. You can NOT add attachments in the Create/Edit mode.



Adding Attachments

1. Click on the ***Add Attachment(s)*** button.
   The system displays the attachment window.
2. Browse for the file you want to attach, and then click on ***Attach***.

Report Buttons



Print and Modify Buttons

When you open an E Team report from a View, it will be in the Read-only mode. If you are authorized to modify it, you will see a ***Modify*** button at the upper right of the report. Clicking this button will launch the report in the EDIT mode for updating. The Print button allows you to print the report.

Submit / Cancel Buttons

When you have launched a report in the EDIT mode, two buttons labeled ***Submit*** and ***Cancel*** appear at the upper right of the report. Once you finish updating a report, click the ***Submit*** button. If you do not wish to save your changes, click the ***Cancel*** button.

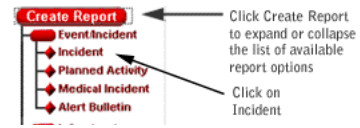
Delete Button

Some E Team users are authorized to delete reports. For those users, a ***Delete*** button will appear at the top right of the report. Once this button is clicked, that report will no longer be available in the system (except in the history file).

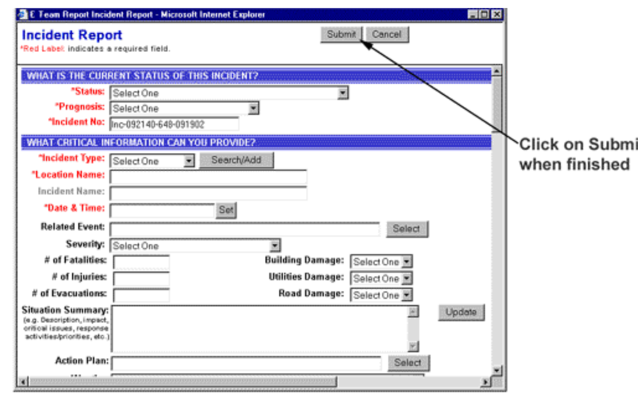
Creating Reports

Note: This section details creating an Incident Report. The steps illustrated here are essentially the same for creating any other E Team report.

1. Click the ***Create Report*** button in the Navigation frame.
   The Create Report navigator expands to reveal all available report types.
2. From the Event/Incident section, click on the ***Incident*** option.



   The system displays a blank report.
3. Fill in all the red-labeled (required) fields, and any other information you have time to provide.
   Note: It's more important to be timely and accurate than it is to be complete. You can always update the report later.
4. When you are finished, click the ***Submit*** button at the upper right portion of the report.

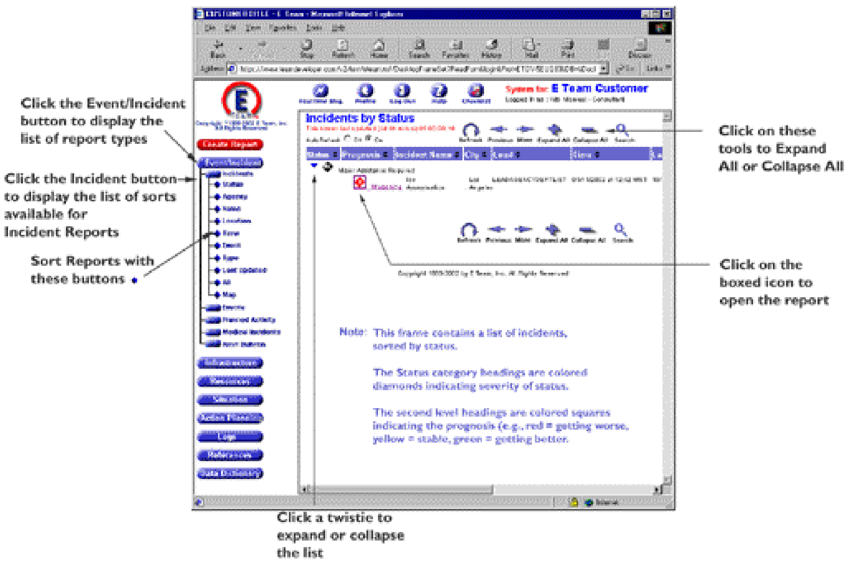


Reading & Modifying Reports

Reading an Incident Report

1. Click the ***Event/Incident*** button on the left side of the screen.
2. Click the second level ***Incident*** button.
   Note: You will see in the view frame of the window a list of incidents, sorted by status. The Status category headings are colored diamonds, which indicate the severity of the status, ranging from worst to best: black to red to yellow to green to gray. The second level headings are colored squares indicating the prognosis (e.g. red = worsening, yellow = improving, green = stable, gray = unknown).
3. Click the twisties to the left of any category heading to expand or collapse the list of elements under that category.

4. Use the tools at the bottom of the frame to Collapse All or Expand All twisties or categories.
5. Sort the list of reports by status (shown), by lead agency, by name, by location, by time last updated, by related event or by type.
6. Once you have arranged the view by clicking the appropriate buttons and twisties, click either an icon in a box or an underlined column to open a specific report. The report, as last modified, will open in the view frame (only the information in the report will appear, not the picklists and boxes you see in the CREATE/EDIT mode).



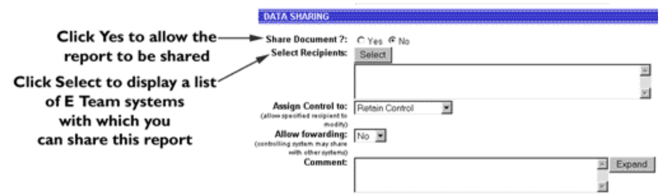
Modifying a Report

1. To modify or update the report, click the ***Modify*** button in the upper right corner. The report will open in modify mode in a separate window.
2. Modify the report as necessary and click the ***Submit*** button when you are finished.

E TEAM TO E TEAM DATA SHARING

Beginning with Release 2 - Government Edition, E Team enables you to share documents with users on other E Team systems. It is the responsibility of your E Team administrator to configure your system to enable E Team to E Team Data Sharing. If your system is E Team to E Team capable, and your E Team administrator has given you access rights, you will see a Data Sharing field as part of your report.

1. Click on the ***Yes*** option to allow the report to be shared.
2. Click the ***Select*** button
   The system displays a list of other E Team systems that have been selected for data sharing.
3. Click on the E Team system(s) with which you want to share this report.
   When you submit this report, a copy of the report is available to the E Team system you selected.



Assigning Control to Another E Team System

When you share a report, you retain ownership of the report and can modify the report as you choose. Systems with which you have shared the report have read-only access to the report. The ***Assign Control to*** option allows you to assign edit rights to another data-sharing system. When you assign edit rights to that system, ***YOU GIVE UP YOUR OWN EDIT RIGHTS***. The only way to reclaim edit rights is for that system to assign control back to you.

Allow Forwarding

When you assign control of a report to another data-sharing system, you can also choose whether to allow that system to forward the report to yet another data-sharing system. If you select ***No***, the system with which you are sharing the report will be unable to forward the report and will only have the option of returning the report to you.

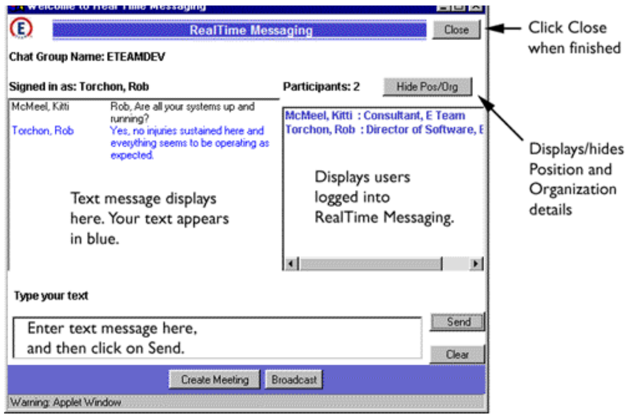
Comment

This is a text field in which you can add information relevant to the data sharing of this report.

REALTIME MESSAGING

This option allows you to communicate in real time with other E Team users concurrently logged into the system. You can communicate in a group or privately with individuals. When the RealTime Messaging tool is enabled, a window will open, displaying all users currently logged into the system.

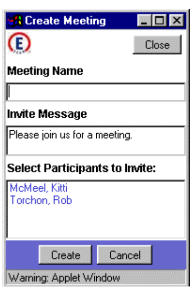
1. From the Tools frame, click on the ***RealTime Messaging*** button.
   The system displays the RealTime Messaging window.



2. Type in your text message and then click on ***Send***.
   The system displays the message to all of the E Team users currently logged into the system.

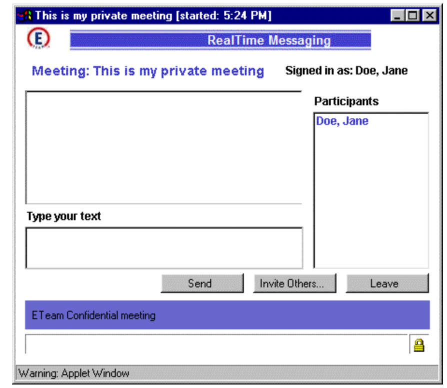
CREATING A MEETING

1. Click on the ***Create Meeting*** button.
   The system displays the Create Meeting window.



2. Enter a Meeting Name, and then select which participant(s) are to be included in the meeting.

3. Click on the ***Create*** button.
   The system displays the Meeting window. As other invited participants arrive, their names will appear in the Participants list. You can invite others to join the meeting even after it has started.



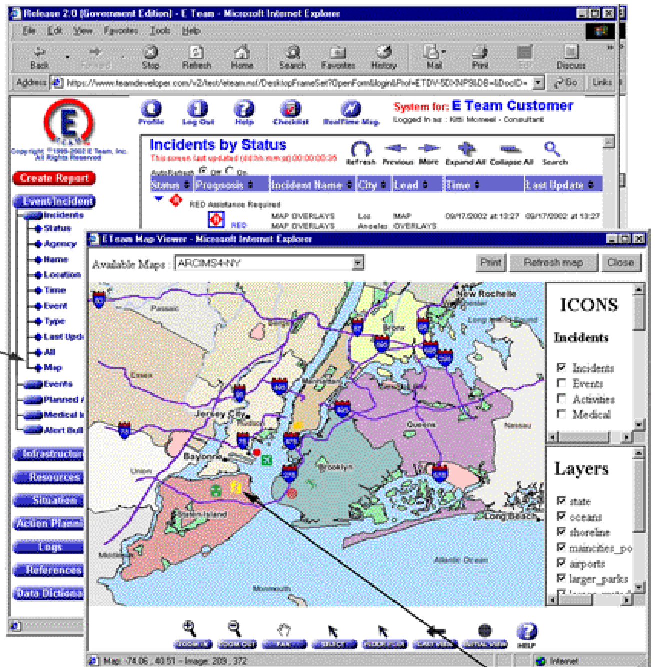
4. Click on the ***Leave*** button when you have finished the meeting.

MAPS

Map Layout & Enhanced Features

E Team reports are summarized in views and maps. Maps provide a graphic summary of the reports in E Team. When you click a Map button under any of the major buttons, a map opens with icons that are linked to the source reports. Click the icon and the report displays in the View frame.

Additional mapping capability has been added to allow you to de-clutter your map by selecting what type of report icons should display, and what level of detail is displayed on the map by including or excluding pre-defined layers, e.g., states, streets, rivers, etc.



Map Tools

At the bottom of the map window is a tool bar.

Zoom In. To zoom in, click on the Zoom In magnifying glass with the plus sign; then go to the upper right or lower left corner of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite your area of interest. Dragging the cursor will cause a red box to appear. When you release the mouse button, the map will zoom to include just the area under the red box you drew.

Zoom Out. To zoom out, select the Zoom Out magnifying glass with the minus sign, and then click until the map view you want has been displayed. The location of the cursor on the map will become the new center of the zoomed out map.

Pan. To Pan (move the image to the right, left, up, or down) select the hand icon. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the button when you have the desired view.

Select. To view the report represented by one of the icons on the map, click on the Select arrow, and then click on the icon. The report will appear. To return to the map, click the map box icon in the Windows tool bar at the bottom of your screen.

Locate. If you have launched the map in the process of filling out the LOCATION box in a report, a Locate cross-hairs icon will replace the Select arrow. Click the cross-hairs icon and then click on the map location you wish to select.

Floor Plan. The Floor Plan tool displays if you have the optional Floor Plan capability installed. This tool allows you to select and display floor plans associated with your buildings. Click on the FloorPlan icon, then click on the building whose floor plans you wish to display. A dialog box will open, displaying a list of the floor plans available for viewing for that specific building, as determined by your system administrator. Select the floor plan you wish to view. Click Close when you have finished viewing.

Last View. The Last View arrow tool takes you back to the last map view that was displayed.

Initial View. The Initial View will take you back to the default view of the map.

OVERLAYS

Your user ID may allow you to create and display map overlays. You can add an overlay to any map associated with a report. The overlay must be created from the read-only version of the report.

Creating, Displaying and Modifying an Overlay

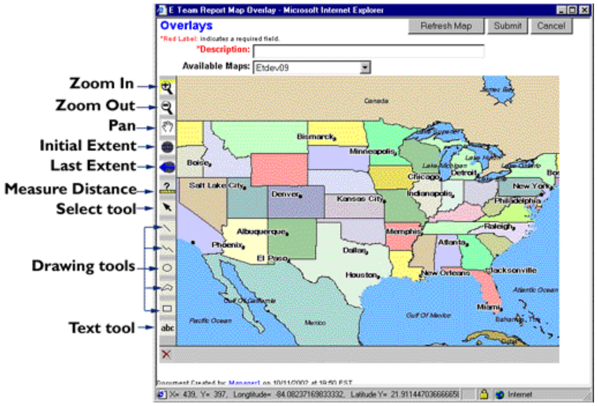
Creating an Overlay

If your system administrator has assigned you permission to perform this function, E Team enables you to create map overlays. You can create a map overlay from any report that has a Location block. An overlay serves as a good planning tool as it allows you to communicate specific information on a map by entering additional information or hand-drawing details.

1. From the reports read-only mode, scroll to the Overlays section.
2. Click on the ***Create Overlay*** button.
   The system displays the Map Overlay window.
3. Enter in a name for your overlay. This is the name you will use to access your saved overlay from the report from that point forward.
4. If the default map is not the one you're interested in, use the Available Maps picklist to choose your map, then click on ***Refresh Map.***
5. Use the tools to create your overlay, and then click on the ***Submit*** button.
   The system saves your overlay.

Overlay Tools

At the left of the overlay window is a tool bar. When appropriate, properties for each tool can be changed or viewed along the bottom of the Overlay window. A yellow border indicates the active tool. The status bar at the bottom of the map window always displays latitude and longitude for the position of the cursor.



Zoom In. To zoom in, click on the Zoom In magnifying glass with the plus sign; then go to the upper right or lower left corner of the area on which you wish to zoom in. Depress and hold down the left mouse button and drag the cursor to the corner diagonally opposite your area of interest. Dragging the cursor will cause a red box to appear. When you release the mouse button, the map will zoom to include just the area under the red box you drew.

Zoom Out. To zoom out, select the Zoom Out magnifying glass with the minus sign, and then click until the map view you want has been displayed.

Pan. To Pan (move the image to the right, left, up, or down) select the hand icon. Next, move your cursor onto the map, depress and hold the left mouse button, and drag the cursor. Release the button when you have the desired view.

Initial Extent. The Initial Extent will take you back to the default view of the map.

Last Extent. The Last Extent arrow tool takes you back to the last map view that was displayed.

Measure Distance. This tool allows you to measure the distance between any two points on the map. First, click on the origination point, and then double-click on the end point. E Team displays a window that shows the distance between the two points in both miles and kilometers.

Select. This tool allows you to select objects on the overlay. . After you use a tool to create an object or label, the system activates the select tool.

Line. This tool allows you to draw a straight line. Click and drag from the start point and release at the end point.

Freehand Line. This tool allows you to draw a freehand line. Click and drag from the start point and release at the end point.

Oval. This tool allows you to draw an oval shape. Click and drag from the start point and release at the end point.

Polygon. This tool allows you to draw a polygon in any shape. Click and drag from the start point to the next point in the shape, and then click at the next point. When the shape is complete, double-click.

Rectangle. This tool allows you to draw a rectangle shape. Click and drag from the start point and release at the end point.

Text. This tool allows you to enter text on your overlay. Click once and the system displays a text box with the "enter label" displayed within the box. Just type and your text appears in place of the "enter label" text.

Delete. This tool allows you to delete any object that you created on the map with your overlay tools. Click on the object to select it and then click on the Delete tool.

Displaying and Modifying an Existing Overlay

1. Access the report using the view buttons in the Navigation frame.
   The system displays the read mode of the report in the View frame.
2. Scroll to the Overlays section.
3. Click on the link (description) to your overlay.
   The system displays your overlay in the Map Overlay window.

GETTING HELP

If you have any questions about E Team system requirements or the E Team installation process, please contact Customer Support:

Website: www.eteam.com

Email: support@eteam.com

Phone: (818) 932-0670

Fax: (818) 932-0661

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